

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

YOUTH SUPERVISOR

TO ESTABLISH AN EMPLOYMENT REGISTER FOR CURRENT AND FUTURE VACANCIES

POTENTIAL FOR ADVANCEMENT: YOUTH SUPERVISORS ARE ELIGIBLE FOR PROMOTION TO YOUTH SUPERVISOR II AFTER SUCCESSFUL COMPLETION OF A 12-MONTH PROBATIONARY PERIOD. MOST ENTRY POSITIONS WILL BE AVAILABLE IN THE DETENTION SERVICES DIVISION AS WELL AS IN THE JUVENILE INTENSIVE PROBATION SUPERVISION DIVISION (JIPS). WORK LOCATION WILL BE EITHER 3125 W. DURANGO, PHOENIX, OR 1810 S. LEWIS, MESA, ALL SHIFTS INCLUDING WEEKENDS.

NOTE TO APPLICANTS: APPLICANTS (Per A.R.S. 46-321) WILL BE REQUIRED TO SIGN A NOTARIZED AFFIDAVIT REGARDING CRIMINAL RECORDS. CANDIDATES WHO COMPLETE THE INTERVIEW PROCESS AND ARE BEING CONSIDERED FOR SELECTION, WILL BE REQUIRED TO UNDERGO A COMPLETE BACKGROUND/CHARACTER CHECK INCLUDING A POLYGRAPH EXAMINATION. THOSE APPOINTED TO A POSITION WILL BE REQUIRED TO SUBMIT TO A FINGERPRINT CHECK.

RECRUITMENT DATES: Monday, January 22, 2001 – Open Continuous.

SALARY: \$11.26 Per Hour

QUALIFICATIONS: An AA Degree or completion of 64 semester hours of credit from an academically accredited college or university. An emphasis in the behavioral sciences (Criminal Justice, Sociology, Psychology, Social Work) is preferred. Applicants with a Bachelor's Degree may be hired at the Youth Supervisor II level at a rate of \$11.98 per hour. EDUCATIONAL CREDENTIALS WILL BE VERIFIED BY THE HIRING AUTHORITY AND CANDIDATES WILL BE REQUIRED TO FURNISH OFFICIAL TRANSCRIPTS AT THE TIME OF PROCESSING.
NOTE: CANDIDATES ARE REQUIRED TO HAVE A VALID ARIZONA DRIVER'S LICENSE.

ESSENTIAL JOB TASKS: Perform sight and sound supervision of detainees; conduct security searches of individual detainees and the physical plant; access and input information into computer system; inventorying and filing clothing and property; maintain records and make daily log entries; respond to emergency situations and restrain combative juveniles. Positions require working a minimum of 40 hours per week/80 hours within a two-week time period, demonstrated reliable attendance at work, strong time management skills, the flexibility to work variable hours and days, including evening, night, early morning and weekends, and the ability to prioritize a variety of tasks/emergencies.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. INTERNET ADDRESS: www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

Recruitment Code: YS-2001 / KC

Date Published: Monday, January 22, 2001
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SUPPLEMENTAL INFORMATION

YOUTH SUPERVISOR

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. # Of college semester hours completed: _____
2. Have you taken criminal justice classes? Y _____ N _____ # of credit hours: _____
3. Have you taken psychology classes? Y _____ N _____ # of credit hours: _____
4. Have you taken classes in sociology? Y _____ N _____ # of credit hours: _____
5. Have you taken classes in social work? Y _____ N _____ # of credit hours: _____
6. Do you have training in:

non-violent crisis intervention? Y _____ N _____

time management? Y _____ N _____

report writing? Y _____ N _____
7. Do you have experience working in an institutional setting involving juveniles? Y _____ N _____
8. Do you have experience as a juvenile probation officer? Y _____ N _____
9. Do you have experience in a juvenile detention facility? Y _____ N _____
10. Do you have experience in a juvenile correctional facility? Y _____ N _____
11. Do you have experience in a juvenile residential facility? Y _____ N _____
12. Have you worked in/implemented a level system for behavior control? Y _____ N _____
13. Do you have experience in casework services for juveniles? Y _____ N _____
14. Do you have experience providing counseling services for juveniles? Y _____ N _____
15. Do you have experience with institutional electronic monitoring equipment? Y _____ N _____

SIGNATURE/DATE